

**ADMINISTRATIVE-INTERNAL USE ONLY**

*E.R. # 7.3-1587*  
**DD/M&S Registry**

**File** *Bldg & Grounds*  
*24 Apr '73*

**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Management and Services  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy to the DCI for the Intelligence Community  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel  
Director of Planning, Programming and Budgeting

**SUBJECT : Classified Bulletin Boards**

1. As an additional step toward improving communications of official matters to our employees, the use of classified bulletin boards in the Headquarters area is approved. Material such as Employee Bulletins, pertinent regulation changes and related items, appropriate for all employee attention could be posted on these boards.

2. The placement and control of bulletin boards will be governed by the following:

a. Material posted will be classified no higher than CONFIDENTIAL.

b. Office Directors and equivalent officials will approve in advance each item to be posted. Reasonable discretion will be exercised regarding the sensitivity of material used.

c. Bulletin boards will be placed so that they are subject to visual control by designated individuals within each component concerned. Visitor access to posted materials will be appropriately limited.

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d. All boards will be portable so they may be stored securely at any time when the office area is not covered by assigned personnel.

3. The Director of Security will be responsible for approving bulletin board locations. This responsibility may be delegated to component security officers.

4. The Director of Logistics has assembled information concerning types of bulletin boards and recommended methods of installation.

5. For your information, the Director of Security has recently reported on the pilot bulletin board installed in one of his Office's secure work areas. The employees were polled for their reactions and more than half found the board helpful as a source of information, especially about employee benefits and job vacancies.

B/

W. E. Colby  
Executive Secretary  
CIA Management Committee

O-DD/S:JCS:cav (23 March 73)

Distribution:

- O - DD/I & 1 each to following addressees
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- 1 - Ea Office Head (by hand - 4/26/73) OC, OF, OL, OMS, OP, OS, OTR, OJCS

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*E.R. # 73-158711*

*DD/M 45 73-1107*

26 MAR 1973

**MEMORANDUM FOR: Executive Secretary, CIA Management Committee**

**SUBJECT : Classified Bulletin Board**

1. Paragraph 7 contains a recommendation for your consideration.
2. We have now received from the Director of Security data on employee reactions to the experimental classified bulletin board installed in one of his larger components, the Security Records and Communications Division.
3. Installation in the secure work area of this Division was completed 23 January 1973, and the following information has been displayed since then: color pictures of the DCI, DDCI, DD/MS, D/Sec., and DD/Sec; statements of the mission and functions of the Office of Security and the Division; training notices; job vacancy notices; and items on the suggestions awards program, retirement, and on-the-job injuries. A roller shade covers the display when the clear force is admitted to the area.
4. Early in March, the 59 employees working in the secure area were polled, with the following results:
  - a. Only two persons were unaware that the classified bulletin board had been established.
  - b. Fifty-four (91.5%) said they had looked at the bulletin board.
  - c. Forty-three (72.9%) said they had read some of the material posted.
  - d. Thirty-one (52.5%) said they had found the bulletin board useful as a source of information.

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e. Thirteen (22%) stated the kinds of information they would like to have posted. All desired more job vacancy information (all of these persons work in GS-03/05 level positions). In addition, one desired more information on hospitalization; two desired information on the impact of current events on the intelligence community; and two desired information on the missions of different offices and how they relate to the Agency as a whole.

5. One positive result of having this particular bulletin board was the selection of a GS-05 clerk-typist for a GS-06 secretary-steno position in FMSAC/DDS&T, after she saw the posted vacancy notice and took the initiative to be interviewed for the new assignment.

6. We believe that the favorable employee reaction to this experimental classified bulletin board is sufficient to encourage other Agency components to use the device as a means of getting across to employees the missions of their offices and to meet practical employee needs for information in the area of fringe benefits and new job opportunities.

7. I recommend that the attached memorandum be sent to the Deputy Directors and Independent Offices.

ORIGINAL COPY SIGNED BY  
H. L. BROWNMAN

HAROLD L. BROWNMAN  
Deputy Director  
for  
Management and Services

Att

O-DD/S:JCS:cav (23 March 1973)

Distribution:

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background:

O & 1 of DD/S 73-1009, memo dtd 13 Mar 73 fr D/Sec. for DD/S,  
Subj: "Classified Bulletin Board Employee Reaction"

1 - D/Security (added 4/25/73)

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